

DEPARTMENT OF GEOGRAPHY

DEPARTMENTAL POLICY

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Administrative Structure of the Department

Policy Statement #1 - 1986, Amended 2001

Amended by vote of the faculty 5 February 2001

The Department of Geography is governed by the faculty. Generally, all major actions of the Department are governed by vote of the faculty. This includes but is not limited to:

- (a) setting priorities for faculty additions;
- (b) selection of candidates for position vacancies;
- (c) selection of graduate students to receive financial aid;
- (d) changes in curriculum;
- (e) selection of a Chairperson.

For each of these items [except (c) and (e)] a majority vote will rule. In the case of student aid, those students receiving the most votes given the aid available will receive it. In the case of selecting a Chairperson, a 2/3 vote of the faculty is necessary. It is the responsibility of the Chairperson or his designee to implement the outcome of these votes.

In the case of: (a) reappointment of non-tenured faculty; (b) tenure decisions; (c) promotion decisions; (d) action in response to external offers, decisions are made by vote of the tenured faculty meeting as a body followed by consultation of the Chairperson with non-tenured members of the Department excluding the candidate of interest. In the case of promotion of a tenured faculty member or response to an external offer to a tenured faculty member, the faculty member of interest is excluded from the proceedings.

The chief administrative officer of the Department of Geography is the Chairperson. The procedures utilized for the selection of the Chairperson are presented elsewhere (see policy statement #2). This statement concerns the method by which the Department is governed.

The Chairperson is responsible for overseeing and coordinating the administration of the Department and for coordinating such activities as course scheduling and curriculum development. The Chairperson is also the supervisor of the departmental staff members and the work that they perform.

The Chairperson is the chief financial officer of the Department and accordingly is responsible for the preparation of the annual budget request to the College of Arts and Sciences and the raising of external funds from alumni, former faculty, or foundations. In general, the Chairperson is also responsible for interaction between the Department and the university administration. All requests regarding salary, leaves of absence, sabbaticals, budgetary matters, teaching, and so on are made by the Chairperson as the representative of the faculty. Of course there may be situations where the Chairperson disagrees with a faculty member on an issue. The faculty member is obviously free to contact other administrators directly. In such cases it shall be proper for the faculty member to inform the Chairperson of his/her intention to have such a meeting.

The Chairperson of the Department also serves as the representative of the unit to all persons who wish to interact with the Department. When requests for any type of departmental information occur, the Chairperson will either respond or forward the request to a more informed member of the faculty. This role is not intended to prevent faculty from interacting with individuals outside the University; it is intended to give faculty more time for research and class preparation.

The Chairperson is assisted in these activities by a series of standing committees and faculty serving as administrators of different areas. These committees and administrative positions are described in some detail in policy statement #3. The committees are advisory to the faculty as a whole and as such all recommendations of

such committees are placed before the faculty for its approval or rejection.

Once again it is the Chairperson's responsibility to implement or relay the recommendations of the faculty to the appropriate unit of the university administration.

During the summer sessions the Chairperson may designate an individual to serve as acting Chairperson if he or she so wishes.

Selection of Chairperson

Policy Statement #2 - 1986

The general policy of the Department is to have a rotating Chairperson. The length of term for the Chairperson will generally range from three to five years. This is negotiated with the Dean of the College of Arts and Sciences.

A Chairperson will generally be selected from the existing faculty unless no suitable candidate is available. In this case the Department will consult with the COAS to see if an external search may be conducted.

Assuming that suitable candidates exist in the Department then the Chairperson will call a faculty meeting for the purpose of selecting an individual to recommend to the Dean of the College. At the faculty meeting the existing or acting Chairperson calls for nominations from the faculty. Any individual nominated may refuse the nomination. A secret paper vote is taken with the winning candidate being that individual receiving 2/3 of the votes cast.

In the event that no candidate has the 2/3 after the first ballot, the procedure will be repeated twice. The second vote will occur during the same session. If the deadlock continues there will be a third vote one week later.

Failure to identify a candidate at this time will be communicated by the existing Chairperson or acting Chairperson to the Dean of the College of Arts and Sciences along with the results of the three votes for his or her action.

In the event that an external search for a Chairperson is conducted, the process will be governed by the university policy in this area.

Administrative Positions and Committees

Policy Statement #3 - 1986, Amended 2001

Amended by vote of the faculty 5 February 2001

There are several administrative positions within the department. These include:

- * Director of the Graduate Program
- * Director of the Undergraduate Program
- * Committee chairpersons
- * Committee membership

This statement outlines the manner in which these positions are filled.

DIRECTOR OF GRADUATE PROGRAM

This position is sometimes called the Graduate Advisor. He or she is generally responsible for managing applications for admission and assistance, updating the departmental descriptions of its graduate offerings, and other duties related to the graduate program.

An individual is selected for this position by the Chairperson in consultation with the faculty.

DIRECTOR OF THE UNDERGRADUATE PROGRAM

An individual is selected for the position of undergraduate adviser by the Chairperson in consultation with the faculty. This individual is responsible for advising undergraduate majors in the Department as well as university division students seeking such help.

COMMITTEES

The Department of Geography has both standing and ad-hoc committees. This section briefly identifies the manner of selection for chairpersons and membership on these committees.

The chairperson of each of these committees is selected directly or indirectly by the Chairperson of the Department with the approval of the faculty.

In general any member of the faculty may serve on any committee of the Department. It is not recommended that junior faculty or non-tenured faculty get too involved in committee work.

It is the policy of the Department to have students on all of its committees except for the salary committee (see policy statement #7).

Teaching Assignments

Policy Statement #4 - 1986, Amended 2001

Amended by vote of the faculty 5 February 2001

In general, it is the policy of the Department that everyone teach at the introductory level and at an advanced level during the year.

The general procedure governing teaching assignments is represented by a form sent to each faculty member prior to registration for the semester of interest. On this form the faculty member will indicate the two courses he or she wishes to teach and the times, days, and places of these. It is the Chairperson's responsibility, in conjunction with the Directors of the Undergraduate and Graduate Programs, to review this to ensure:

- (a) that the particular courses offered will fulfill program needs and the needs of students in the Department;
- (b) that there is not a significant overlap in the course times proposed for students likely to take more than one course;
- (c) that all necessary required or core courses are offered at least once each year.
- (d) that sufficient classes are offered to meet student demand;
- (e) that faculty are aware of potential low enrollment courses;
- (f) that no two faculty members offer the same course.

Ordinarily, if action on any of the above is necessary it is the responsibility of the Chairperson to resolve all conflicts or problems in teaching arrangements with the faculty members involved.

Teaching Load

Policy Statement #5 - 1986, Amended 1993

Amended by vote of the faculty 8 November 1993

The general teaching load for members of the Geography Department faculty is two courses a semester or four courses a year.

Faculty members may in consultation with the Chairperson arrange to teach one course in one semester and three courses in the other. The basic guide to whether this is proper will be the instructional needs of the Department. We see a four course load in one semester as inappropriate.

There is no standard teaching load during the summer sessions. Instead, the general policy is to offer a set of geography courses which satisfy student demands and at the same time provides teaching opportunities for faculty and senior graduate students.

In the event there are more faculty requesting summer teaching than there are courses available, an assignment system based primarily on previous records of summer teaching will be used by the Chairperson. Essentially, the Chairperson bases assignments on a priority list wherein faculty who have not sought summer teaching opportunities during previous summers are given first option. Faculty who do not teach and who seek alternative funding opportunities during the summer can maintain their priority ranking until they opt for teaching. Using a criterion that all faculty can expect to teach three courses over a three summer period, options can vary depending on faculty needs and departmental demand. The Chairperson will be the arbiter in all assignment decisions after consultation with the faculty involved. In the case where equal merit and an equal priority ranking present the Chairperson with an unresolved situation, the decision should be guided by a priority ranking which gives preference to more junior faculty.

When all members of the faculty wanting summer teaching are assigned teaching positions then graduate students may be selected to teach individual courses. Selection of graduate students for summer teaching will be the responsibility of the Chair, in consultation with the Director of Graduate Studies. Differences in teaching excellence, prior records of teaching experience and research experiences will take priority over seniority in enrollment history in the assignment of summer courses to graduate students. Seniority is defined as the number of semesters in which a student has been enrolled as a full-time student. Annual Reports submitted by students each December will constitute a record for such an assessment, together with teaching evaluation and research experience records. All enrolled graduate students (in good standing) will be asked whether they wish to be considered for summer assignments, although they cannot be assured of an appointment.

Promotion and Tenure

Policy Statement #6 -1986

I. PROCEDURES FOR PROMOTION AND/OR TENURE RECOMMENDATIONS

At the start of each academic year, members of the faculty will be asked to up-date their curriculum vitae and submit any additional information which should be considered in the annual evaluation of non-tenured staff or in tenure and promotion decisions.

Prior to the College or University deadlines for the submission of recommendations for tenure and promotion, the tenured members of the staff will consider the possible advancement to tenure and/or promotion to the rank of Associate Professor for each non-tenured member of the staff. In addition, the recommendations of non-tenured members will be obtained concerning the advancement of individuals (other than themselves) to tenure.

Before the promotion-recommendation deadline, the full professors will consider the possible promotion of associate professors. In addition to this procedure, the views of the remainder of the staff will be sought with respect to any specific recommendation.

Comments by all members of the tenured and non-tenured staff concerning possible promotion and tenure recommendations are welcome. In addition, members of the staff have the right to recommend themselves for promotion.

Dossiers for candidates for promotion and tenure will be prepared by a committee consisting of the candidate, the chairperson, and one other tenured member of the faculty, who will be selected by the candidate. This committee will be formed during the Spring semester preceding the submission of the dossier.

II. CRITERIA FOR PROMOTION AND TENURE

Decisions concerning promotion and tenure are based on performance in the areas of research, teaching and service. Generally, research and teaching are considered to be equally important whereas service activities play a less important role in these decisions. The basic criterion for promotion or advancement to tenure is that the person under consideration for advancement should be outstanding in at least one of the categories of research, teaching or service with an effective level of performance in the other areas. In the case of promotion to Full Professor, the primary emphasis will be given to attainments while in the rank of Associate Professor. If a person is a superior teacher but has very limited research publications, the chances for tenure are not encouraging because the level of research is less than satisfactory. The converse is also possible, although encountered less frequently. A person could have a very strong research record and not receive tenure or promotion because of inadequate teaching. A negative decision also would be probable for a candidate who is satisfactory in the three categories of evaluation but is not outstanding in any one of them. A strong record in service activities contributes substantially to a positive tenure or promotion recommendation but rarely would be the sole area of outstanding performance. Nearly all the recommendations emanating from our Department have cited research as the outstanding area. However, we have submitted positive recommendations for faculty who excelled at teaching and had a satisfactory research record and, undoubtedly we will continue to do so in the future.

Some important university and departmental policies in this area deserve mention. One of them is that the departments and schools of the university do not have promotion or tenure quotas. The tenure and promotion decisions are based on the collective perceptions of the merits of the individual regardless of the tenure or rank structure of individual departments. Another feature of these policies is that a recommendation for promotion

from Assistant Professor to Associate Professor may precede the tenure decision and when this is done, the results provide useful, preliminary information about the progress toward tenure. On the other hand, recommendations for tenure rarely are made before the start of the sixth year of the accumulated tenure-eligible time. Starting in 1976-77, Assistant Professors who are recommended for tenure must also be recommended for promotion to the Associate Professor rank.

The specific criteria for tenure and promotion can be summarized under the conventional headings of research, teaching and service.

Research

The evaluation of research relies heavily on the assessments made by scholars who are competent to judge the contribution to knowledge of the published works of a candidate for tenure or promotion. Many of these scholars are the referees of journal articles or monographs who remain anonymous to the candidates. In addition, members of the Department and, at least, eight outside referees, including four selected by the individual under consideration, and four selected by the Chairperson and not disclosed to the candidate, are asked to comment about the research attainments and potential of the person recommended for tenure or promotion. The referees should be capable of evaluating the research (or teaching in certain instances) of the candidate, who should feel free to mention to the Chairperson individuals who should not be asked to serve as referees for personal or professional reasons. Another requirement of this research-evaluation process is that the individual contribution of the candidate in publications with joint authors should be specified. Although a limited selection of off-prints or other manuscripts accompanies the Dean's letter to referees, it is a good idea to distribute off-prints widely within the profession and the Department as soon as they become available.

The evaluators invariably consider the type of research publications. These might be summarized as follows:

Journal Articles

One of the most important aspects of research is the publication of refereed articles in learned journals which are national or international in scope and are leading sources of scholarly references in geography, related multidisciplinary areas, or in cognate disciplines. Less weight is accorded publication in proceedings of research divisions of national learned societies, state academy publications, or in journals directed primarily toward teachers. Articles published in the form of discussion papers are useful but are not a substitute for a refereed publication. In addition to off-prints of articles and other publications, the promotion and tenure dossier must contain an evaluation of the journals in which articles have appeared.

Books and Monographs

Monographs and other books also play a fundamental role in the evaluation of research. Certainly, some of the most important types of publications are the monographs (or major reports) produced as part of a funded research project. Published monographs based on doctoral dissertations also are major research contributions, particularly when they have undergone editorial review or have generated articles in refereed and learned journals inasmuch as that implies a degree of external scrutiny which transcends that of the final dissertation defense. Monographs published by a university press or as part of a research series are additional examples of important research.

A textbook normally is classified as a contribution to teaching, although some specialized textbooks could be considered as research publications. The basic rule of thumb is whether the textbook is designed to summarize and convey existing knowledge to students or if it represents an original contribution to better knowledge. As a

general rule, non-tenured faculty might be better advised to focus their attention on research publications rather than on major pedagogical writing projects.

Other Publications

Essays or chapters in research-oriented books are another important form of article-type publication and, in some instances, constitute a significant form of professional recognition as well.

Abstracts and book reviews are useful indicators of the degree of research activity and status within the profession, although, obviously, they are not in the same category as articles and monographs. However, a major review article evaluating several publications for a leading journal should be regarded as the equivalent of a major article.

Another basic type of research activity is the presentation of papers: at professional meetings of national, international, or regional organizations; at symposia devoted to specific themes; or, in the form of papers presented at university colloquia (either at Indiana, or even better, at other universities). These papers provide an excellent opportunity to expose current research to the critical review of scholarly peers and help faculty acquire professional prominence.

Still another type of research attainment is the preparation of research proposals which are successful in obtaining funds. As noted above, this normally yields important publications. In addition, the participation of our graduate students in these projects helps provide an invaluable component of graduate education.

The tenure dossier includes off-prints of all publications and the file for promotion from Associate to Full Professor normally contains only those works published while in the Associate Professor rank.

Teaching

The domain of teaching should be interpreted to encompass formal approaches, such as lecture courses, alternative teaching methods, including audio-tutorial courses and game simulations, and graduate seminars as well as the informal teaching associated with individual readings and research courses and advising on theses. Members of the staff should be willing to participate at all levels of the departmental instructional program and they should be able to teach undergraduates and graduate students effectively in both formal and informal ways.

In addition to versatility in teaching effectiveness, some of the other features of teaching which are used in promotion and tenure decisions include (not in any ranked order of importance):

- the scholarly content of courses or seminars.
- the ability to generate interest or enthusiasm among students in the subject.
- innovativeness in either methods of teaching or in introducing or transforming courses to strengthen curriculum.
- contributions as an adviser of individual graduate research.
- the organization of courses and the evaluation of teaching performance as reflected in the attainment by students of course objectives.
- a concern for improving teaching effectiveness.
- accessibility to students outside the classroom.
- the development of textbooks, course manuals, syllabi, bibliographies and other written or visual materials designed to supplement classroom presentations.
- the ability to work effectively with associate instructors or research associates to make this collaboration a useful learning experience.

- other demonstrated commitments to teaching, such as participation in professional organizations or programs in which teaching plays a prominent role.

Although the concern of the university for teaching is as old as the university itself, recent years have witnessed a major increase in efforts designed to resolve the most intractable problem of the promotion tenure process - the evaluation of teaching. No longer will the undocumented, conventional platitudes about teaching virtue suffice. Instead, an impressive variety of evaluation procedures is available to supplement information which is readily available, such as course outlines or contributions to curricular improvements. One of the most important of these procedures is the course evaluation by students. Although the instructor should feel free to formulate his own questionnaire, a wide range of questions and questionnaires was prepared in April of 1975 by the Bureau of Educational Studies at Indiana and it seems to provide enough flexibility to accommodate the needs of most teachers. (The Departmental Office will retain a copy of the manual and sample questions of the "Multi-Op" system.) At any rate, every course offered by our Department should provide students with some kind of formal course evaluation opportunity.

In addition, the Chairperson obtains course evaluations from course interviews with senior majors, other students in residence who have taken courses from the candidate, and by correspondence with former students. To supplement students' views about teaching effectiveness, a faculty perspective also is very useful. Every candidate for promotion or tenure should be encouraged to invite members of the staff to visit his class.

Normally, the promotion or tenure dossier will include a resume of teaching by the Chairperson (and by the candidate in the case of tenure recommendations), summaries of course evaluations with selected student comments, summaries of interviews with students and the letters of former students (and associate instructors in some cases), letters from faculty who have visited specific courses, and copies of course materials or textbooks prepared by the candidate.

Service

Service activities are an important indicator of professional commitment and recognition. Although this category rarely is used as the dominant one, a satisfactory level of service is expected of all candidates for promotion or tenure. In the case of assistant professors, this often involves participation in departmental or university committees or in student advising. Another important type of service is service in national or regional professional organizations, such as the A.A.G. or the Regional Science Association, either by membership on committees, editorial boards, or by participation as a chairman or organizer of sessions at annual meetings. In this context, attendance at national and regional professional meetings not only is a form of service but also a basic professional commitment.

One of the most important contributions a faculty member can make is the application of his expertise to the resolution by governmental or private organizations of important local, state, or national problems. To the extent this generates publications representing original contributions to knowledge or methodology, this type of service has the additional advantage of constituting a major research endeavor.

Salary Policy

Policy Statement #7 - 1986, Amended 1991, 1996, 2001, 2002, 2008

Amended by vote of the faculty 11 January 2008

Each spring, following the submission of annual reports and prior to budget conferences, the activities of each faculty member will be reviewed. For this purpose faculty members should submit an updated resume, and copies of all publications during the previous three years. Copies of papers presented should also be submitted for review.

The reviews will be undertaken by the departmental salary committee. This committee will consist of the department Chairperson, who will chair the committee, and two representatives from the faculty. The two faculty members on the committee must have greater than 0.0 FTE appointments in the Geography Department. These latter representatives will serve in alphabetical order. Any faculty member may be excused from this role if he or she does not wish to serve. In this event the next faculty member on the basis of alphabetical order will serve. The committee thus selected will serve from the beginning of the fall semester for one year.

Each member of the committee will read the research publications and review the teaching and service of all other faculty. He or she will assign numerical scores to each faculty member not to exceed the following:

Research	5
Teaching	3
Service	2

No faculty member could receive more than 10 points from each committee member, or more than 30 from the total committee. The scores for all faculty will be added together. These scores will in turn be used to determine the proportion of the departmental percentage increase that will go to each faculty member. Salary increments will be determined as a percentage of base salary (i.e., if two faculty members score equally well, then they will receive the same percentage increase, regardless of their base salary). An iterative computer algorithm - available from the department chair - is used for this calculation. The Chairperson is obligated to request this increase (these dollars and their corresponding percentages) from the College of Arts and Sciences. Increases are determined as a percentage of base salary.

The activities reviewed by the salary committee will be represented by the content of the three most recent annual reports. Specific items examined may consist of those on the list below. That list is representative and items not listed may be considered.

Research (level one)

- Refereed articles in journals of national or international circulation having a board of editors
- Refereed monographs
- Refereed anthologies
- Refereed advanced textbooks
- Refereed chapters in monographs
- Refereed research reports
- Research grants

Research (level two)

- Articles in journals not included above

- Working papers
- Research reports
- Other research articles
- Colloquiums presented
- Grants proposals prepared
- Proposal evaluations
- Papers presented at professional meetings
- Other books and textbooks

Teaching

- Courses developed
- Graduate courses
- Undergraduate courses
- Honors & Topics courses
- Multi-disciplinary courses
- Invited class presentations
- Research committee membership
- Research committee chair
- Independent studies directed
- Teaching related grants
- Teaching publications
- Teaching awards

Service

- Conferences attended
- Sessions organized or chaired
- Conference services: chair, discussant or panel participation
- Professional committees
- Professional offices held
- Journal and Newsletter Editorial roles
- Technical service contracts
- Campus/University service
- Departmental service
- Public service
- Other service

It is expected that the three committee members will have to defend their scoring within the committee. The Chairperson's salary is set by the Dean of the College of Arts and Sciences and each committee member will have his or her salary set by the Chairperson and the remaining committee member using a proration-expansion of their two scores.

Since the past Chairperson for a period of three years will not have a three year research period to evaluate, his or her evaluation will be based on the three years prior to assuming the chairmanship or any three years since that time in recognition of the delay inherent in publication of papers, monographs, and the like.

Similar procedures should be followed for other faculty members who hold major administrative positions in the university.

EXTERNAL OFFERS -- SALARY INCREASES

In the event that any member of the faculty receives an external offer, the faculty of the department will review whether the department should make an offer to retain that individual. The "faculty of the department" in this context will consist of all members of the faculty with greater than 0.0 FTE appointments in Geography, except the faculty member receiving the outside offer. In their deliberations the faculty will consider primarily the merit of that faculty member and his or her contribution to the Department.

Should the faculty decide not to make a competing or counter offer, this will be relayed to the Dean of the College along with the rationale for this position. Should the faculty recommend a competing offer be made, the level of that offer will be set by the salary committee which will consider:

- a. the quality of the school or department making the offer
- b. the dollar level of the external offer
- c. fringe benefits and cost of living differentials
- d. congruency with the existing structure of salaries in the department

The Chairperson, on behalf of the committee, will recommend whether a competing offer should be made and what that offer should be to the Dean of the College of Arts and Sciences. If it is clear that any counteroffer will be incongruent with existing salary structure in the department, the Chairperson should inform the faculty of the structural impacts of such offers and obtain their approval. Whenever such approval creates an inequitable situation, the Chairperson is obligated to inform the Dean of this event and secure his commitment that this situation will be corrected prior to salary allocations in the following year.

NEW FACULTY ADDITIONS

The Department will add new members to its faculty as occasion merits. Salary offers made in this context may naturally be incongruent with the existing structure of salaries in the department. Whenever such offers are to be extended by the Chairperson, he or she should inform the faculty of the structural impacts of such offers and obtain their approval. Whenever such approval creates an inequitable situation, the Chairperson is obligated to inform the Dean of this event and secure his commitment that this situation will be corrected prior to salary allocations in the following year.

AMENDMENTS

The Department's salary policy, including its weighing system (for research, teaching, and service) and the criteria considered for competing offers, may be revised by a majority vote of those faculty holding greater than 0.0 FTE appointments in the Geography Department.

A SUPPLEMENTAL POLICY ON TEACHING SALARIES

If any member of the faculty opts to place his or her major emphasis on teaching, an alternate salary allocation system is proposed. It should be recognized that Indiana University is primarily a research university and, as a result, teaching is not to be considered a substitute for research. Accordingly, this alternate salary allocation system gives teaching and research different weights than the existing system.

The weighing proposed is:

Teaching 5

Research	3
Service	2

Under this procedure it is expected that an individual's two semester teaching load would consist of five courses (representing approximately 15 credit hours). Materials reflecting evaluations of teaching, research committee activity, teaching oriented publication, and related materials would be expected in the annual reports of those opting for teaching as his or her major emphasis. As indicated, research is given less emphasis and service retains the same weight it has under the other system.

Salary allocation would proceed in exactly the same manner with an evaluation of the individual's activity. If this procedure is enacted, faculty members would have to indicate at the time they submit their annual report whether they wish to be evaluated under the research or teaching model.

An individual could switch back and forth from year to year under this process. This would necessitate annual evaluation scores for a three year period to be retained by the departmental office.

Curricular Procedures

Policy Statement #8 - 1986, Amended 2001

Amended by vote of the faculty 5 February 2001

The following policy will apply to all changes in the curriculum of the department. We see these changes as:

- creation of new courses;
- changes in existing courses; or,
- deletion or dropping of an existing course.

The curriculum is the responsibility of the faculty. As a result any changes (e.g., changes of title, prerequisites, description, and so forth) should be initiated by the faculty teaching the courses. These changes should be made on appropriate forms of the College of Arts and Sciences (that are available in the main office). The proposed changes (on the College forms) are then sent to the faculty for their review and discussion during the earliest possible faculty meeting. The change is subjected to a vote with majority of the faculty holding greater than 0.0 FTE in the Department being necessary for approval by the Department.

In general the same procedure is followed for creating new courses or deleting old courses except that any member of the faculty may recommend one of these actions. Forms for each of these are available in the main office of the Department. These changes are also reviewed by the faculty and subjected to a faculty vote with a majority of the total faculty holding greater than 0.0 FTE in the Department being necessary for approval by the Department.

Utilization of Space

Policy Statement #9 - 1993, Amended 1996, 2002

Amended by vote of the faculty April 2002

This statement governs the department's utilization of space for laboratories and offices

LABORATORIES

The Department has at this time four laboratories: two atmospheric science laboratories (SB005 & SB018), an atmospheric chemistry laboratory (SB016) and a geographic information science laboratory (SB017). There is also a seminar room (SB014) utilized in such a way that no overlap in demand should occur.

OFFICES

The department allocates office space to three categories of individuals: 1) faculty, 2) associate instructors and research assistants; and 3) persons on research appointments, including Assistant, Associate, and Senior Scientists, Post-Doctoral Fellows, Research Associates, and Visiting Scholars.

Faculty: In the case of faculty it is the Department's policy that all faculty members will have an office in the Student Building. In the event of a vacant office, that office will be offered to faculty on a seniority basis. Emeritus faculty may retain an office on request, subject to university approval. Faculty on sabbatical leave may be asked by the chair to share their offices with scientists, research associates and visiting faculty while on leave.

Assistant Scientists, Associate Scientists, Senior Scientists, Emeritus faculty, Research Associates and Visiting Scholars may be assigned office space as needs warrant, and as vacancies permit. Priority for office space for individuals in this category will depend on their involvement with currently active externally funded research. The highest priority will be assigned to those who are currently employed on funded research which necessitates their location in the Student Building.

Associate Instructor/Research Assistant: It is the policy of the Department that all graduate students serving as associate instructors will have office space provided in the Student Building. Also, every attempt will be made to provide graduate research assistants with desk and office space in the Student Building. Graduate students not appointed (in teaching or research positions) may be assigned space if it is available after space is assigned to all AIs and RAs. This assignment of individuals to Student Building offices is conducted before the beginning of the Fall semester of each academic year and is controlled by the following priority procedure:

Offices for associate instructors and research assistants are provided on a space-available basis based upon two criteria: seniority and funding source. Offices are reassigned once yearly on or about August 16, by the Chair of the department in consultation with the Director of the graduate program and graduate student representatives.

Seniority is defined as the number of semesters in which a student has been enrolled as a full-time student, within program limits. When allocating office space, funded students are ranked on the basis of seniority with the most senior being allocated space first. Typically, the most senior associate instructors will exercise choice of office space, then the most senior research assistants will choose, and so on. Office space is allocated among students having equal seniority based on source of funding. Where there is equal seniority in enrollment history, then account will be taken of seniority differences in teaching and research experiences. Associate instructors teaching independently are allocated space first, then associate instructors assigned to laboratory or discussion sections,

then research associates and fellows whose funding comes from grants held within the department. Research associates and fellows whose funding comes from grants held outside the department are allocated next.

For graduate students not appointed as AIs or RAs, a further distinction in this ranking procedure of allocating office space gives priority to non-funded students attending full time, over non-funded graduate students attending part-time.

Graduate Student Admissions and Financial Aid

Policy Statement #10 - 1986, 2004

Amended by vote of the faculty 17 May 2004

The Department of Geography welcomes applications for admission to its graduate programs from all students. The general procedure utilized to evaluate these applications involves independent reviews of the applications by at least three members of the faculty. In these reviews the faculty examine transcripts of previous work, results of the Graduate Record Exam (for U.S. students), letters of recommendation, the student's application and statement of objectives along with other materials. A majority (two of the three) is necessary for the student to be recommended for admission to the program. If one faculty member finds he cannot make a decision and the other two disagree, the Director of Graduate Programs will make the admission decision.

In the case of financial aid the same procedure is followed except that students from countries where English is not the native tongue are rarely recommended for associate instructorships before the faculty can evaluate their ability to speak English. This means that these students are generally supported by their families or governments for at least the first year of graduate work.

The recommendations to admit are reviewed by the Director of the Graduate Program to ensure that the number of students admitted is not more than the Department can effectively handle. Assuming this is not the case the files are forwarded to the Graduate School with the recommendation that they be admitted.

The recommendation to assist is actually a recommendation to consider for assistance. About the third week of March each year the faculty meet to review applications for financial aid. These applications include those continuing in the program as well as new applicants. The continuing students are evaluated first to determine:

- if they are making adequate progress toward their degree, and
- the amount of Departmental financial aid they have received.

It is the general policy of the department to aid Master's degree students for two years (four semesters) and students pursuing a doctorate for four years (eight semesters). In general a student admitted with only a B.S. or B.A. degree who is interested in both degrees should receive five years (ten semesters) of assistance assuming he or she is making adequate progress. The assumption in this latter case is that a certain amount of overlap exists for students pursuing both degrees and therefore only five years should be necessary to complete degree requirements. In general, if the student is making adequate progress and he or she has not exceeded the allowable financial aid, he or she will automatically be identified for continued aid. Should these conditions not be met then the applicants will be set aside for review with new applicants. They are alternates. The faculty will have reviewed all files prior to the March meeting and the Director of Graduate Studies will summarize the files in terms of areas of interest in the Department, letters received, GRE scores, and so forth.

The number of assistantships available after awarding these to continuing students determines the size of the pool of new students and alternates assisted. In general all of these individuals are listed, and if only n assistantships are available then the faculty are asked to select n applicants. The n students receiving the most votes are awarded aid. All others are considered as alternates and they appear on such a list in order of the votes received. Should aid be refused by an applicant, the next person on the list is offered that aid.

There are exceptions to this process of Departmental financial support for our graduate students. For example, when departmental teaching needs dictate that a given individual be aided, or when serious health problems interrupt student programs, extensions can be made. In addition, the Department reserves the right to make decisions on

extending aid beyond the general suggested limits to students when other special considerations occur. Aside from such exceptions, the process works as outlined above.

In determining the number of years/semesters of aid received, the Department considers aid in the form of associate instructorships, Department-offered fellowships, or Geography faculty research assistantships. Semesters of aid received from sources external to the department are not considered.

Procedures for Filling Tenured or Tenure-Track Positions

Policy Statement #11 - 1992

PART 1. Procedures for selecting a set of candidates to be interviewed for tenured or tenure-track faculty positions --Accepted by the vote of the Faculty 13 January 1992

All departmental hiring procedures will conform to the procedures of Indiana University and the College of Arts & Sciences. All tenure-track or tenured positions will be advertised.

RESPONSIBILITIES OF THE SEARCH COMMITTEE

The responsibility of the search committee will be to gather information about applicants for the position and prepare dossiers for the applicants. The search committee will gather information about all applicants who appear to be likely candidates. Files for all applicants will be open for inspection by all faculty members and any faculty member may request that the search committee gather information about any applicant.

SELECTION OF THE INTERVIEW LIST AND THE ALTERNATE LIST

When the closing date for applications has passed and sufficient information about the applicants has been gathered the Chairperson will call a general meeting of the faculty to select a list of candidates to be interviewed, known as the "interview list" and a set of alternate candidates, known as the "alternate list."

The interview list will contain the set of candidates that the Department intends to interview for the job, subject to the willingness of the candidates to be interviewed and the agreement of the College of Arts and Sciences. The alternate list will contain a set of candidates who may be advanced to the interview list as circumstances warrant.

The qualifications of all applicants for the job will be discussed at the meeting before the faculty proceeds to select the "interview list" and the "alternate list." The Chairperson will solicit the opinions of faculty members who have expertise in the candidates' research areas and ask those faculty members to present their evaluations of the applicants. All faculty members, and each graduate representative, may also present their own evaluations of the applicants. The following matters will then be decided by majority vote.

1. The number of candidates on the interview list.
2. The particular candidates who will be placed on the interview list.
3. The number of candidates on the alternate list.
4. The particular candidates who will be placed on the alternate list.

One vote may be cast by each member of the faculty who holds a tenured or tenure-track appointment at greater than 0 FTE in the Department of Geography. One additional vote will be cast by the elected representatives of the graduate students, who must reach agreement on their single vote before casting that vote.

Any of the votes on the numbers of candidates on the lists or the particular candidates on the lists may involve voting in which the faculty must choose from among more than two alternatives, so it is possible that no majority will result from a particular vote. In that case the following procedure will be adopted.

If the vote on an issue involving more than two alternatives does not result in a majority those alternatives with the smallest number of votes will be eliminated from further consideration, provided that such elimination leaves at least two alternatives. Voting will continue on the remaining alternatives until a majority emerges. In some cases no majority will be reached but elimination of the alternatives with the smallest number of votes will leave only a single alternative. In that case the faculty will vote on one alternative to be

eliminated from further consideration. Voting procedures, such as voice vote or paper ballot will be the same as for other voting on the same issue.

It is also possible that tied votes will result from the voting process. In the case of a tied vote among more than two alternatives the faculty will vote on one alternative to be eliminated from further consideration, using the same voting procedures as for other voting on the same issue.

1. Selection of the number of candidates on the interview list.

The Chairperson will advise faculty of the number of interviews likely to be allowed by the College of Arts & Sciences. Faculty will make open nominations for the number of persons to be placed on the interview list. The issue will be decided by a voice vote.

2. Selection of the particular candidates to be placed on the interview list.

Each faculty member will nominate an unranked list of candidates, in the appropriate number, on a paper ballot. All nominated lists with distinct sets of candidates will be included in the voting to follow. A set of candidates for inclusion on the interview list will be selected by majority vote, using paper ballots.

3. Selection of the number of candidates on the alternate list.

The faculty will again make nominations for the number of candidates to be placed on the alternate list. The issue will be decided by a voice vote.

4. Selection of the particular candidates to be placed on the alternate list.

Each faculty member will nominate an unranked list of candidates, in the appropriate number, on a paper ballot. All nominated lists with distinct sets of candidates will be included in the voting to follow. A set of candidates for inclusion on the alternate list will be selected by majority vote using paper ballots.

MODIFICATIONS TO THE INTERVIEW LIST

As the hiring process proceeds it may be necessary to alter the interview list, if candidates are unwilling to be interviewed, or if reductions in the size of the interview list are made necessary by decisions of the College of Arts & Sciences. These decisions will be made by the faculty according to the following procedures.

1. Advancement from the alternate list to the interview list

The faculty will decide, by majority vote, whether one or more candidates will be advanced from the alternate list to the interview list. A single candidate will be selected from the alternate list by a majority vote, cast as a paper ballot. If more than one individual is to be advanced from the alternate list to the interview list on the same occasion a second vote will be cast to select the second individual, also by majority vote. A third vote will be cast to select the third individual, and so on.

2. Reduction of the interview list

If a reduction of the number of candidates on the interview list is necessary the faculty will decide, by majority vote, which individual to remove from the list. That individual will be placed on the alternate list. If more than one individual is to be removed from the interview list on the same occasion a second vote will be cast to select the second individual, also by majority. A third vote will be cast to select the third individual, and so on.

3. Enlargement of the alternate list

The faculty may decide, by a majority vote, that the number of candidates on an active alternate list should be enlarged. The faculty will then select a number of candidates to be added and select those candidates according to the procedures for "Selection of the particular candidates to be placed on the alternate list."

PARTICIPATION BY ABSENT FACULTY

Faculty should make every effort to attend meetings where lists of candidates are selected but attendance may be impossible under some circumstances. Faculty may decline to participate in the selection if they cannot attend. They may also participate, under the following procedures.

1. The absent faculty member may inform the Chairperson of his or her vote for the number of persons to be placed on the interview list and alternate list. Those votes will constitute an initial nomination, and will be counted as votes so long as that number of candidates has not been eliminated in the process of majority voting described above. The absent member's votes must be submitted to the Chairperson in writing prior to the faculty meeting.
2. The absent faculty member may prepare a ranked ordering of different sets of candidates which could make up an interview list (where each "set" is a particular group of individuals who could make up an interview list) and may do the same for the alternate list. The absent faculty member should prepare these rank orderings for lists of different sizes, and should give these lists to the Chairperson. The highest ranked alternative on these lists will be counted as a nomination by the absent member. When a vote is taken the chair will examine the absent member's ranked list and identify the highest ranked alternative which is under consideration by the faculty vote. That alternative will be counted as the absent member's vote. The absent member's ranked alternatives must be submitted to the Chairperson, in writing, prior to the faculty meeting.

COMMUNICATIONS REGARDING THE INTERVIEW LIST AND THE ALTERNATE LIST

The Chairperson will forward the names on the interview list to the Dean and seek permission to conduct interviews with the candidates on that list. All communications concerning the interview list and the alternate list will take place through the Chairperson, where those communications involve persons who are not members of the faculty.

PART 2. Procedures for making offers of tenured or tenure-track faculty positions - Accepted by vote of the faculty 3February 1992.

All departmental procedures for offering tenured or tenure-track faculty positions will conform to the procedures approved by Indiana University and the College of Arts & Sciences. When all candidates on the most recent interview list have been interviewed, or have declined to be interviewed, the Chairperson will call a general meeting of the faculty to decide whether to proceed by offering the position to one of the candidates on the most recent interview list, and to select that candidate. The Chairperson will present the faculty with a "candidate list" consisting of all candidates who have been interviewed and who have not withdrawn themselves from consideration. The question of whether to select a candidate from this list, and the selection of the candidate will be decided by a majority vote of the faculty members who hold appointments at greater than 0 FTE in the Department of Geography.

THE DECISION TO PROCEED AND THE SELECTION OF A CANDIDATE

The faculty will decide, by a voice vote, whether to proceed to offer the position to one of the candidates on the most recent interview list.

If the vote to proceed is positive the faculty will select a candidate who will be offered the position from the candidate list by majority vote. Voting will be by paper ballots. Since the candidate list may contain more than two candidates it is possible that no majority will result from a particular vote. The following procedures will be used if no majority emerges from a vote on more than two candidates.

If the vote on an issue involving more than two candidates does not result in a majority those candidates with the smallest number of votes will be eliminated from further consideration, provided that such elimination leaves at least two candidates. Voting will continue on the remaining candidates until a majority emerges. In

some cases no majority will be reached but elimination of the candidates with the smallest number of votes will leave only a single alternative. In that case the faculty will vote on one candidate to be eliminated from further consideration. Voting will be by paper ballots. In the case of a tied vote among more than two alternatives the faculty will vote on one alternative to be eliminated from further consideration.

Once a candidate has been selected by majority vote the Chairperson will then present this candidate to the Dean of the College of Arts & Sciences and seek permission to offer the position to that candidate. All communications regarding the faculty's selection of the candidate will take place through the Chairperson until after the Chairperson has informed the candidate of the offer. The Chairperson will also implement the following procedures from the departmental salary policy.

New Faculty Additions

The Department will add new members to its faculty as occasion merits. Salary offers made in this context may naturally be incongruent with the existing structure of salaries in the department. Whenever such offers are to be extended by the Chairperson, he or she should inform the faculty of the structural impacts of such offers and obtain their approval. Whenever such approval creates an inequitable situation, the Chairperson is obligated to inform the Dean of this event and secure his commitment that this situation will be corrected prior to salary allocations in the following year.

If the vote to proceed is negative the faculty will decide, by a voice vote, whether to close the search process for the current year or to continue the search process. If the faculty votes to continue the search process a further voice vote will be taken on the issue of whether to seek permission to readvertise the position during the current year and seek further applicants, or proceed with the set of current applicants. If the faculty votes to seek permission to readvertise, and if such permission is granted, the set of procedures for selecting an interview list and a candidate list must be repeated. If the faculty votes to continue the process with the current set of applicants the procedures used described under "Modifications to the interview list" in the "Procedures for selecting a set of candidates to be interviewed for tenured or tenure-track faculty positions" will be used to determine whether to add candidates to the alternate list; which candidates to add; whether to advance candidates to the interview list, the number of those candidates; and which candidates to advance from the alternate list to the interview list. The Chairperson will then seek permission from the Dean to conduct further interviews.

PROCEDURES WHEN THE OFFER OF A FACULTY POSITION IS DECLINED

In cases where a candidate has been selected and declines the offer of the position the Chairperson will call a general meeting of the faculty and present a new candidate list, modified to reflect the current candidate's refusal. The procedures under "The decision to proceed and the selection of a candidate" will be followed in order to determine whether to proceed and, if the faculty decides to proceed, to select another candidate.

PARTICIPATION BY ABSENT FACULTY

Faculty should make every effort to attend meetings where the decision to proceed and the selection of candidates are under consideration but this attendance may be impossible under some circumstances. Faculty may decline to participate if they cannot attend. They may also participate by seeking, from the Chairperson, a copy of the candidate list which is likely to be considered at the faculty meeting and giving the Chairperson their vote on the question of whether to proceed and a rank ordering of the candidates on the candidate list. When a vote on the selection of a candidate is taken the chair will examine the absent member's ranked list and identify the highest ranked candidate who is under consideration by the faculty vote. One vote will be counted for that candidate. The absent faculty member may also submit votes, in writing, for the issues which be decided if the vote on the decision to proceed is negative. The absent member must submit his or her votes to the Chairperson, in writing, prior to the faculty meeting.

Procedures for Pre-Tenure Review

Policy Statement #12 - 1992, Amended 2002

Accepted by vote of the faculty December 4, 2002

COAS Policy: Recommendation for Enhanced Pre-Tenure Review (November 27, 1991)

<http://www.indiana.edu/~college/faculty/policy/collegetolicies/preten11271991.shtml>

The Policy Committee recommends that, for probationary faculty members hired in 1991-92 and after, all departments of the College of Arts and Sciences institute reviews in the third or fourth year of the probationary period more substantive than the annual review. The goal of this enhanced review is to provide faculty members with detailed, timely departmental assessments of their progress toward fulfilling tenure requirements. The review should include evaluations of records in the areas of teaching, research, and service. Evaluators should include at least two departmental members in addition to the chair. It is highly desirable that external reviewers participate in the process, but it must be recognized that the cultures and traditions of some departments and disciplines might prevent the use of external reviewers. Results of the review should be shared with the candidates. It is understood that many departments already have in force viable systems of review that with little or no modification would fulfill the goals of this proposal. The Dean shall have the responsibility for approving and monitoring enhanced review procedures.

All non-tenured tenure-track faculty members in the Department of Geography will undergo a departmental-level review in their third year. The term *A*third year@ normally refers to the faculty member=s third year of employment. However, people who enter with one year credit toward tenure are in their *A*third year@ in the second year of employment, and people who enter with two years toward tenure are in their *A*third year@. In the latter two cases, third year reviews can be held in the third or fourth year.

PROCEDURES

Selecting and Designating the Review Committee

By January 15 of the semester the review is to be undertaken, the faculty member in consultation with the Chair of the Department of Geography and the faculty member's mentor¹ will identify one tenured faculty from the Department of Geography to serve on their review committee. The Chair of Department will chair the review committee and will invite those who have been selected to serve.

MATERIALS FOR THE THIRD YEAR REVIEW

By February 15, the faculty member undergoing the third year review will:

In consultation with the review committee six external referees should be selected. From this list three letters of evaluation will be obtained. Each referee should be an established expert in the candidate's area(s) of expertise. The

¹ If the mentor is on leave another tenured faculty member can be selected

candidate will document (briefly) the nature of contact/association with each referees; the review committee will document (briefly) expertise and stature of each referee.

The candidate will submit to the Chair of Department a statement (ordinarily this will not exceed ten pages), that is similar in organization to the statement the candidate will prepare for tenure and promotion. This statement should address research, teaching and service activities and accomplishments to date, with a clear statement of future plans in all three areas.

The candidate will also submit to the Chair of Department:

- A current, complete CV
- Copies of all books, papers, chapters etc published, in press, and submitted (research and teaching)

By April 15th, the following materials should be submitted to the Chair (note some of these may already be included in the CV)

- Copies of all funded grant proposals and those currently submitted
- Information on graduate students supervised and committees on which the candidate has served/serves
- Summary of all courses taught by semester with enrollments
- Evidence of the quantity and quality of teaching (copies of course syllabi, class materials, summaries of standardized test results (such as prepared by BEST), transcribed comments, and peer evaluations.
- Evidence of other teaching activities (workshops, curriculum development, etc)
- Other documentation as appropriate

SOLICITING COMMENTS FROM THE EXTERNAL REFEREES

The Chair of Department will contact the external reviewers to determine their willingness to serve. When reviewers have accepted, the Chair will send them copies of the candidate's CV, statement, and reprints of published papers (including those in press). Reviewers will be asked to return their comments by April 15th.

EVALUATING PROGRESS

The review committee will use all materials submitted by the candidate and external referees to provide an assessment of progress towards tenure and promotion. In a faculty meeting of the tenured-faculty, held before May 5th, this assessment will be presented and discussed (copies of all materials will be made available to all tenured-faculty in the department).

PROVIDING FEEDBACK TO THE CANDIDATE

The review committee will meet with the candidate before May 15th to discuss their assessment. A written report based on the assessment of the review committee, the external referees, and all the tenured-faculty in the department will be provided to the candidate in advance of that meeting.

This review is separate from other reviews of the candidate, such as salary review. The result of this evaluation may differ from those of future chairpersons, deans, and advisory committees who are asked to make judgments and ultimately decisions.

Teaching Evaluation Policies and Procedures

Policy Statement #13 -1993

Approved by the faculty, November 8, 1993

STUDENT EVALUATION PROCEDURES

Instructors (faculty and independent associate instructors) of courses should regularly administer student evaluations. Commonly, the Multi-Op evaluation instrument is used. Other means for student assessment of the course can be used, if the instructor designs such an alternative instrument due to the special nature of the instruction. Instructors responsible for supervision of laboratory associate instructors should ensure each are also evaluated using the Multi-Op evaluation, or its alternative. Such evaluations will be filed in the Departmental Office as part of the instructional record of faculty and assistant instructors. Participation in IUSA Course Evaluation projects is at the discretion of the instructor. In addition, all should keep regular office hours, to facilitate student access to their instructors throughout the semester.

FACULTY-TO-FACULTY EVALUATIONS

Faculty-to-faculty teaching evaluations of pre-tenure faculty will be undertaken frequently enough to constitute an important component of the evaluation procedure for pre-tenured faculty. The Chair will be responsible for selecting faculty-mentors for colleagues. These evaluations should be based on one or more visits to lectures as well as reviews and discussions of a course syllabus, discussions of course objectives and teaching methods etc. Those undertaking evaluation should provide the Chair with a memorandum evaluating the course and the quality of instruction before the end of the semester the course is offered. These will be filed in the Department Office as part of each instructor's teaching record.

FACULTY MENTORING

Faculty are encouraged to invite colleagues to attend lectures or presentations, or to offer guest lectures, during the semester. Not only does this collaborative enterprise foster collegiality, but it provides faculty with a broadened perspective of each other's teaching performance. At their student's invitation, academic advisers and/or members of the Ph.D. research committee of senior associate instructors are encouraged to visit their student's classes to gain assessments and provide advice on their teaching methods and practices.

Procedures for Nominating Research Rank Positions

Policy Statement # 14 - 1996

Approved by the faculty, April 1996

RESEARCH RANK POSITIONS

In 1981 Indiana University instituted a three-tier system of Research Ranks for researchers who typically hold a terminal degree and have post-doctoral experience (or its equivalent): Assistant, Associate and Senior Scientist (Scholar) ranks. Research rank positions are Non-instructional Staff positions, supported by research funding from outside sources. Candidates for such positions would normally be nominated by their collaborating Research Director who holds a tenure track or tenured position in the Geography department.

Holders of research ranks are not eligible for sabbatical leaves or tenure-track/tenure status. They are, however, eligible for promotion in rank, for voting in and for election to the Faculty council and participation in TIAA/CREF. They will not have teaching duties except on a release-time basis, and with the award of a part-time faculty title. Faculty Fringe Benefits are also included in the appointment, in accordance with the regulations of the Dean of the Faculties. The three-rank system is to be regarded as a career ladder framework, with appropriate policies and procedures for appointment, annual review, and promotion.

The qualifications for each of the Research Ranks will be roughly equivalent to those set forth in the area of research for members of the faculty (see Appended Rank descriptions). These Research Scientists normally would be on one-year or multi-year, renewable appointments subject to annual evaluative reviews by the chairperson, and subject to the length and security of the funding as guaranteed by the nominating director of the research project.

RESEARCH POSITION CREATION

All departmental procedures will conform to the procedures of Indiana University and the College of Arts & Sciences. The candidate will be nominated by the Chair or by a tenure track faculty member of the Geography Department to initiate the creation of the position. After the department faculty have voted to support the nomination of a candidate to the rank of Assistant Scientist, Associate Scientist or Senior Scientist, the chairperson will forward the recommendation for review and action by the College Dean, the Dean of the Faculties and the Dean of the University Graduate School.

RESPONSIBILITIES OF THE NOMINATOR

The responsibility of the nominator and the Chair will be to gather information about the candidate and prepare her/his dossier. The dossier will be open for inspection by all faculty members and any faculty member may request further information, in a reasonable allowable time. The Nominator will be responsible for providing the information that guarantees the financial support of the candidate, for at least a one-year appointment. A case for a multi-year appointment may be made, according to the funding prospects.

VOTING ON THE NOMINATION

When the nominee's dossier has been assembled, and the faculty have been given sufficient time to review the candidate's credentials, the Chairperson will call a general meeting of the faculty to vote on the nomination.

After the nominee has presented details of the financial support of the candidate's position, the qualifications of the applicant will be discussed at the meeting before the faculty proceeds to vote. The Chairperson will solicit the opinions of faculty members who have expertise in the candidate's research area and ask those faculty members to present their own evaluations of the applicants. The following matters will then be decided by majority vote.

Whether to proceed with the nomination at a particular Rank.

Whether to recommend a one-year, or a more-than-one-year appointment, and if the latter, the number of years will be subject to a majority vote.

The nomination of the candidate.

For each vote, the following rules apply. One vote may be cast by each member of the faculty who holds a tenured or tenure-track appointment at greater than 0 FTE in the Department of Geography. One additional vote will be cast by the elected representatives of the graduate students, who must reach agreement on their single vote before casting that vote.

RESEARCH RANK QUALIFICATIONS

The qualifications for each of the three research ranks should be roughly equivalent to those set forth in the area of research for members of the faculty.

ASSISTANT SCIENTIST/SCHOLAR (IR97)

would typically have completed a terminal degree in his or her discipline and, in some fields, have at least one year of successful postdoctoral research experience. A person at this rank would be fully capable of original, independent research work but would typically work under the direction of a senior faculty member or an Associate Scientist or a Senior Scientist.

ASSOCIATE SCIENTIST/SCHOLAR (IR96)

would have begun to establish a national reputation through published work and would typically have responsibility for carrying out independently, as principal investigator, projects of his or her own devising. Normally a person should have achieved a minimum of three years of successful research as reflected in published work in refereed sources before attaining or being appointed to the rank of Associated Scientist/Scholar.

SENIOR SCIENTIST/SCHOLAR (IR95)

would have shown a career of continued growth in scholarship which has brought a national or international reputation as a first-class researcher who has made substantial contributions to his or her discipline.

Procedures for Nominating Lecture Rank Positions

Policy Statement # 15 -2002

Approved by the Faculty, May 2002

LECTURE RANK POSITIONS

In 2001, Indiana University instituted a two-tier system of Lecture Ranks for instructors: Lecturer and Senior Lecturer. Lecturers, regardless of rank, contribute to the mission of the Department by teaching alone or by some combination of teaching and service.

LECTURE RANK POSITION CREATION

All Departmental procedures will conform to the procedures of Indiana University and the College of Arts and Sciences. The Chair of the Department, in consultation with the Dean of the College of Arts and Sciences will initiate the creation of any lecture rank position. A search for candidates will ensue. The faculty will select a suitable candidate, vote their support of this candidate, and fill the lecture rank position using the departmental procedures for filling tenured or tenure-track positions (Policy Statement #11).

RIGHTS AND OBLIGATIONS OF LECTURERS AND SENIOR LECTURERS.

Lecturers do not have voting rights regarding graduate student admission and funding, tenure and promotion of tenure-line faculty, and the mission of the unit. Lecturers have voting rights on all other matters.

Teaching loads for lecture positions will be decided by the department in consultation with the Dean. The duties of lecturers are fixed and specified by the contract of employment. Teaching loads for lecturers will generally be 4 courses per semester. In cases where lecturers perform service activities or other duties such as administrative tasks, these are taken into consideration in setting teaching loads. Lecturers are not expected to perform research or creative activities; however, students will be best served if the non-tenure track faculty have the opportunity for intellectual development and growth in their field. As a result they are encouraged to pursue research.

Holders of lecture positions are not eligible for sabbatical leaves or tenure-track or tenure status. They are, however, eligible for promotion in rank and fringe benefits in accordance with the regulations of the Dean of Faculties. The two-rank system is to be regarded as a career-ladder framework.

Lecturers have access to all regular procedures and mechanisms for grievance, appeal or review of administrative decisions.

CONDITIONS OF EMPLOYMENT

Initial appointment, reappointment, promotion and salary will be commensurate with the demonstrated credentials, experience and quality of performance. All of these decisions will be made through the normal procedures of the department, in a way that is consistent with all relevant College policies and the requirements for Lecturer and Senior Lecturer appointments as stated in the Academic Guide.

New appointments to the rank of Lecturer pass through a probationary period of seven years of full-time appointment. During the probationary period, the initial appointment may be made for a maximum of three years followed by annual reappointments until the decision to award (or not to award) a longer term contract. After the

probationary period, reappointment will involve a longer term contract that may be rolling three-year contracts or fixed five-year contracts, at the discretion of the department. As with faculty, a third-year review will be performed at the end of the third year of the probationary period.

The quality of teaching and service for Lecturers is assessed annually by the salary committee, as decisions about salary, promotion and reappointment are made. Review of teaching and service is made by the same procedures that govern teaching and service of tenure- track faculty (Policy Statement #7). Lecturers are expected to submit the customary faculty annual report, and provide other evidence of the quality of their performance (e.g., teaching evaluations, classroom peer assessment, etc.).

The promotion of Lecturers to Senior Lecturers is contingent on demonstrated significant pedagogical achievements, such as teaching leadership roles, classroom innovations and national recognition.

In the event of non-reappointment, faculty in their first year as Lecturer must be given two months notice. During the second and subsequent years, six months notice must be provided. Longer term contracts offered to Lecturers do not carry the same guarantees as tenure. A faculty member in these ranks may not be re-appointed if his or her performance is judged by the department or College to be unsatisfactory; if the expedient need that created the demand for the position is no longer present; or if the position is no longer consonant with the academic mission of the department.

Appointment of Adjunct Professors

Policy Statement #16 – November 2009

Objective:

To formalize and strengthen the relationship between the Department of Geography and individuals whose research and mentorship activities enhance the scholarly missions of the department.

Criteria:

- Individuals must meet the criteria for the title “Adjunct Faculty” as described in the Academic Handbook
- Nominees should be eligible to serve as members of the graduate faculty (i.e., possess a Ph.D. and have a record of peer-reviewed, published research).

Role of Adjunct Faculty:

- Contributions of adjunct faculty enhance the Department as a whole through activities such as:
 - Intermittent teaching of classes
 - Supervising aspects of graduate student research
 - Engagement in collaborative research with our faculty
- Adjunct status should not ordinarily be provided for routine or temporary teaching of courses or seminars, where appointment as a part-time faculty position would be appropriate.
- Adjunct faculty members are not ordinarily invited to attend faculty meetings and shall not have the privilege of voting in departmental procedures.
- Nominees normally have appointments in other IU campus units, or at other institutions, or in other professional organizations.

Procedure:

- Any member of the faculty or departmental committee can formally nominate an individual, with a written rationale for the appointment
- A current vita is circulated for discussion and initial review and vote by the faculty. Where possible, the nominee should be asked to present a departmental research colloquium.
- A formal vote is taken to appoint the individual as an Adjunct. A simple majority is required to confer Adjunct status.
- A separate vote is required to recommend appointment as a member of the Graduate faculty to the Graduate School, with or without the authority to supervise Ph.D. dissertations.
- All adjunct appointments are valid for three years, with renewal by vote of the department faculty.
- The adjunct status may be revoked prior to completion of a three-year term by a majority vote of the faculty.